

# COMMUNITY CHRISTIAN ACADEMY



## **FAMILY HANDBOOK 2018-2019**

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## **WELCOME**

Thank you for choosing Community Christian Academy (CCA). It is an honor and a privilege to partner with you, in the spiritual, intellectual, social, and emotional training of your child. At CCA, our curriculum is carefully designed to incorporate the Word of God, across all subjects and disciplines.

Our policies and procedures in this handbook are the product of concentrated prayer. It is designed to serve parents and students, by establishing guidelines for expected attitude and behavior.

## **MEMBERSHIP AND ACCREDITATION**

CCA is a member of the Association of Christian Schools International (ACSI). CCA is accredited by the South Carolina Independent School Association (SCISA), the Southern Association of Colleges and Schools (SACS) and AdvancED Accreditation Commission

## **MISSION STATEMENT**

Community Christian Academy's mission is to offer safe Christ-centered, academically challenging education, preparing students to become Kingdom Leaders.

## **PHILOSOPHY**

Christian education is designed to impart the truths and principles of Christian living according to the Holy Word of God, so that every student knows the reality of who they are in Christ, and what they are to become through Him. Community Christian Academy was founded on the truth that Jesus Christ is to be the center of every part of an individual's life. We believe the first years of a child's life are critical in forming a Christ-centered worldview. At Community Christian Academy, parents are given the opportunity to partner with Christian educators to provide a quality, safe, Biblically-sound education.

## **PURPOSE**

Our purpose at CCA is to strive for academic excellence (1 Timothy 2:15), while equipping our students to adopt a Biblical worldview (Psalm 111:10), and grow in their walk with Jesus Christ (John 17:3). Our goal is to teach each student to glorify God, by serving Him and others, with spiritual integrity and leadership (I Corinthians 10:31), and to love one another as themselves (Matthew 22:27-39).

## **SCHOOL GOVERNANCE**

CCA is a ministry of Trinity Baptist Church. The final authority for governing and operating the school is the Community Christian Academy school board under the supervision of the pastors and leadership of Trinity Baptist Church.

## **SCHOOL HISTORY**

Our story began in 2005, when a small group of believers felt led to begin an affordable Christian school. Under the ministry of New Hope Worship Center, a small school of 40 students was established. The Lord blessed the school quickly, and soon we began praying for a larger building. In 2016, a new building was constructed and CCA was born as a ministry of Trinity Baptist Church. Our story is a great testimony to God's love and faithfulness, as he has continued to bless us with the teachers, students, and resources needed to fulfill his plan and purpose for our school.

## **STATEMENT OF FAITH**

We Believe:

- The Bible to be the inspired, infallible authoritative Word of God.
- In one God, eternally existing in three persons; namely, the Father, Son and Holy Spirit.
- That Jesus is the only begotten Son of the Father, conceived of the Holy Spirit, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That he ascended into heaven and will return in power and glory.
- The salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose atoning blood was shed on the cross for the forgiveness of sins.
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and is empowered for witnessing and the exercise of spiritual gifts.
- In water baptism of believers which represents the death, burial, and resurrection of Jesus Christ.
- In observance of the Lord's Supper commemorating the sacrifice of our Savior for all mankind.
- In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth for a thousand years.
- In the bodily resurrection, eternal life for the righteous, and eternal punishment for the wicked.
- In the spiritual unity of believers in our Lord Jesus Christ.

## **NOTICE OF SCHOOL NON-DISCRIMINATION**

CCA admits students of any race, color, nationality, or ethnicity to all the rights, privileges, programs, and activities at CCA. CCA does not discriminate based on race, color, nationality, or ethnicity in administration of its educational policies, admission policies, athletic programs, and other school administered programs.

CCA requires students to use restrooms aligned with their gender specified on birth certificates.



## **SECTION I: ADMISSIONS**

It is important that CCA families uphold the basic Biblical standards as described in God's Word. At least one parent or guardian must be a born-again believer who is a regular attending member of a local Bible-believing congregation. Families should demonstrate a Biblical worldview, represent CCA in word and action, and set Biblical examples to others. We strongly encourage family devotional, prayer, and spiritual training in the home.

### **ENROLLMENT PROCESS**

**The following is a step by step outline of our enrollment process:**

1. The following forms in the application packet must be completed. Only those students with a completed application packet will be considered for final enrollment.
  - Student application
  - Birth Certificate
  - GA Immunization form 3231
  - 3 point Screen Form 3300
  - Pastor's recommendation
  - Release to travel
  - Before and After Care Agreement (If applicable)
  - Doctrinal Statement of Faith
2. Students' academic and behavioral records must be submitted, including most current standardized test scores and report card (1st grade and up). Homeschooled students must present evidence of completed work, attendance records and curriculum samples.
3. An admission test is administered. The applicant must score at or above grade level for the admission process to continue.
4. A family interview with the school administration will be conducted.
5. Students entering grades 6th and up will be required to submit a written personal testimony and have a personal relationship with Jesus.

### **FACTS**

All re-enrolling and new families must register with FACTS tuition management. Registering with FACTS and paying the \$50 FACTS account fee holds your family's spot with the school. Monthly payments will be paid to FACTS by debit/credit card or bank draft.

Please note that students under suspension or expulsion from another school, or with a history of serious behavior problems **will not** be eligible for enrollment at CCA. We are not equipped or staffed to effectively teach children with severe mental or emotional disabilities.

### **NEW STUDENT PROBATION**

All new students will automatically be placed on disciplinary probation for 30 days. K3 students will also be placed on probation to assess that they are toilet trained. During the probation period, the student will be evaluated as to whether or not they are a good “fit” for CCA.

### **PLACEMENT**

The administrative staff will determine grade placement for all students. All Kindergarten students **must** be three years old, four years old, or five years old by September 1<sup>st</sup> to enter K3, K4 or K5, respectively. After placement, the administrative staff may determine if it is in the student’s best interest to alter the grade placement of a student. If this occurs, and the parents disagree, they may withdraw from the school and be freed from all future financial obligations.

***Advancing a child ahead a grade is strongly discouraged and will only be allowed under extenuating circumstances.*** CCA reserves the right to adjust and/or modify course offerings, selections, and/or combinations of classes at each grade level based on final enrollment.

### **READMISSION OF STUDENTS**

Attending CCA is a privilege and not a right. Readmission to school each year is not automatic for students. Application for readmission must be made by using the registration form, and the student must be notified of his acceptance into the new school term.

If a student is asked to leave CCA, readmission will be considered on a case by case basis and is contingent upon approval by the school board. Readmission will be contingent on available space, as defined by the administrator, at the time the student wishes to be readmitted to CCA. If space is available, then the regular admission criteria and procedures apply. CCA reserves the right to evaluate its student body at the end of the school year for readmission into the following school year.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a wish to inspect their Child’s education records. The administrator will make necessary arrangements for access and notify the parent or eligible student of the arrangements. Parents have the right to request that school correct records, which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose

those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records.

- Parents have the right to inspect and review the student's education records maintained by the school. Parents should submit to the administrator a written request identifying the records needed.
- School officials with legitimate educational interest; includes school board members.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents about directory information and allow parents a reasonable amount of time to request that the school not disclose directory information about them. The parent may refuse to allow the disclosure of directory information by notifying the administrator in writing within 5 days of enrollment at CCA. Otherwise, consent is implied for CCA to release directory information to others.

This handbook serves as the annual notification of parents and eligible students of their rights under FERPA.

## **RELEASE OF RECORDS**

CCA abides by the provisions of the FERPA with respect to the rights of parents and, in the event of divorce, the rights of custodial and non-custodial parents. In the latter case, absent a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

## **TRANSFERS**

Students who transfer from other Christian or private schools in the surrounding areas must have all previous accounts paid. Transfer students are not accepted the last four months of school, unless relocating from another city or state outside the area. All provisions of the school's admission policy apply to transferring students.

## TUITION

Tuition per year is as follows:

- K3/K4: \$4000 per year
- K5 - 5<sup>th</sup> grade: \$4650 per year
- 6<sup>th</sup> - 8<sup>th</sup> grade: \$4850 per year
- 9<sup>th</sup> - 12<sup>th</sup> grade: \$5300 per year

The following registration fees apply and are due upon acceptance.

- K3/K4: \$300
- K5 - 12<sup>th</sup> \$350

General requirements regarding tuition:

- Tuition is collected monthly through FACTS management
- A late fee will be assessed if funds are unavailable during FACTS withdrawal
- After 30 days delinquent, payee will receive a written notice
- After 60 days delinquent, the student will be immediately dismissed from school
- NO RECORDS or REPORT CARDS will be released until balance is settled
- All fees including registration, activity, and new-student fees are non-refundable. All fees, tuition and penalties must be paid for any report cards and transcripts to be issued or records forwarded.

## WITHDRAWAL FROM SCHOOL

Before withdrawing a student for any reason, the student's parent or legal guardian should inform the school office in writing of such intent and file the required withdrawal papers. The parents should state the last day the student will be present and the reason for withdrawal.

Before any records are released, all financial matters must be concluded. CCA makes budgetary decisions based upon anticipated revenue. If a family withdraws any time prior to the end of the school year, it causes a financial hardship for the school. **Therefore, a one-month tuition penalty fee calculated from the official date of withdrawal will be assessed when families withdraw before the end of school year.** This fee will help cover the cost of running the school in their absence. Exceptions are company transfers required to maintain one's employment, relocation due to loss of employment, and military transfers. A letter documenting such a required move will be sufficient proof to waive the one-month penalty.

Failure to attend school or a telephone call to the school office is not sufficient notice of withdrawal. Monthly tuition will continue to be charged until a student has officially withdrawn from school.

Official withdrawal papers must be signed and filed with the school office. The one-month fee will be calculated from the day the signed papers are received.

## SECTION II – PROCEDURES

### ATTENDANCE

One of the most important characteristics of excellent students is good attendance. Regular attendance is required by Georgia Law (HB 1190, Section 11) and is necessary for academic success. All school days on the calendar are considered full days, unless otherwise specified.

Absences due to extenuating circumstances such as serious illness, surgery, or family emergencies will be evaluated by the administration.

#### Absences

If a student is absent for any reason, a doctor's or parent's note is required upon return. Upon accumulating seven (7) absences per semester, parents will receive a written notice. If a student has ten (10) absences in a semester, the student and parent will be required to have a conference in order to discuss these absences. If a student has fifteen (15) absences in one semester, the school board will evaluate the absences and decide if the student should be withdrawn from school and Columbia County truancy procedures (Georgia State Law (HB 1190)) will be followed.

#### Extended Absence

More than ten days of absence per semester per class may cause a student to forfeit credit for that semester's work. A case of prolonged illness will be an exception if the student is able to make up the work. A doctor's statement recommending an extended absence must be submitted to the school office. Following any absence, teacher discretion will determine work to be made up. All makeup work is to be completed and handed in within three days after returning to school. In the event that a child is absent for an extended period of time, extra time may be given upon request.

#### Arrival

Punctuality is of utmost importance in the education process. Students can be dropped off at the front doors through morning carline between 7:45 am and 8:15 am. If you need to exit your car for any reason during morning drop off, you **MUST** park in a designated parking spot. Students are not permitted to cross the parking lot without being accompanied by an adult, at any time. **Students are to report to their homeroom classes by 8:20 am.** Students will be marked "tardy" if they are not in their homeroom classes by 8:20 am.

## **Tardies**

When a student accumulates seven (7) tardies in one semester, parents will receive a letter of notification. If a student accumulates ten (10) tardies in one semester, a parent meeting will be scheduled with administration. Upon accumulation of eleven (11) or more tardies students (K5 - 12<sup>th</sup>) will be required to report to school for a 7:30 am detention and will be charged for one morning of before care.

## **Dismissal**

After school carline will begin promptly at 3:15 pm. Elementary students are to be picked up in carline through the gymnasium entrance. Middle and High school students without siblings will be picked up in the front of the building. If students are not picked up by 3:30 they will be required to report to aftercare and a \$10 aftercare fee will be charged per child (see aftercare guidelines). Students involved in extracurricular activities beginning immediately after school may remain on campus but are required to report directly to their coach or activity advisor immediately following carline. Students who fail to report to Aftercare after an extracurricular activity is over (including athletic practices) will no longer be allowed to participate in the activity or be part of the athletic team. Siblings of participants may not remain on campus during after school activities without parental supervision.

## **Excessive Early Dismissal**

Please understand that with the exception of the K3/K4 who are napping in the afternoon, students are doing academic work until 3:00 pm. A doctor's notice must be submitted or the student will acquire an unexcused half-day absence.

If a parent needs to pick up their child during regular school hours, they must report to the school office to check them out. We have a "No pick up" policy daily between 2:45 - 3:15. Students cannot be signed out during this thirty-minute time slot.

Car line numbers are required to pick up children through afternoon car line. You **MUST** have your child's designated car line number in order to pick up your child. If you do not have your number you will be required to come in and check your child out at the front desk. All adults picking up any student must be authorized and prepared to show ID.

## **BIRTHDAYS**

Birthdays are a fun time for students and we enjoy celebrating this special day with them. Parents may bring in a treat or snack on their child's birthday to share with their child's class. Snacks will be distributed in the lunchroom. No birthday presents, floral arrangements, or balloon bouquets may be delivered to students during the school day.

Birthday invitations for off-campus parties may be passed out at school ONLY IF every student in the classroom is invited. If you don't wish to invite the entire class, invitations must be delivered outside of school.

### **CHANGE OF ADDRESS**

If at any time a family has a change of address, phone number, or email address, the parent should notify the school office immediately

### **CHAPEL**

School-wide chapel services are an important part of our week at CCA and takes place in lieu of regular Bible lesson on its scheduled day. Students will have the opportunity to listen to guest speakers including ministers, missionaries, parents, and school faculty. An optional missionary offering is received during each chapel service.

### **COMMUNICATION**

Communication from the school is accomplished through our online system called RenWeb. Parents may request a parent-teacher conference to discuss the student's progress any time during the course of the school year. Although it is the responsibility of the parent to initiate conferences, the school may also request conferences.

One of the most critical areas of parent-school communication involves "slanted news." Slanted news is information regarding the school that is reported by a student from his perspective for his benefit. A parent should carefully weigh each comment made by his student because, at some time, almost every student will report events at school in a manner favorable to himself and unfavorable to others. In front of the student, the parent should support the school, even if what the student says is alarming or upsetting. Later, in private, the parent should call the teacher or administrator involved in order to get an accurate view of the situation.

### **CONFERENCES**

Any parent who desires to have a conference with a teacher is welcome to do so. The parent may call the school office or communicate directly with the teacher through email to schedule an appointment. Should a conference with the administrator be desired, the same procedure should be followed. Please do not attempt to see a teacher or an administrator without an appointment, except in emergency cases.

Parents are encouraged to communicate frequently with the teacher concerning any needs of the student. All teachers can be reached online through the Renweb email feature. Parents or teachers may request a conference at any time they think necessary. For the student to grow in all areas, it is important for the home and school to work closely together. **Unscheduled conferences occurring during the school day are prohibited.**

It is the school's practice to meet with both parents at the same time, even if parents are divorced or separated. On conference days, childcare arrangements need to be made for both your preschool and school age children. The school is not obligated to meet with a student's extended family members (i.e. grandparents, aunts...) but only the parents or legal guardians. They in turn, should relay information to other family members.

## **CONFLICT RESOLUTION**

The following procedure is used by the faculty and staff of CCA and is taught to the students. Parents are requested to use this procedure.

1. If you feel God is leading you to voice your concern, ask Him to help you to present it in such a way that it will result in the betterment of CCA and, thus, in the glory and growth of His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13.
2. Express the concern promptly.
3. Voice the concern to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and then through the proper chain of authority, first teacher, then administrator.
4. Express the concern clearly. Make sure the person understands the details of the situation and exactly why it concerns you.
5. Do not broadcast the concern. Express your concern only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved.

## **DISCIPLINARY PROCESS**

**“Train up a child in the way he should go, and when he gets old he will not depart from it.”  
Proverbs 22:6**

The Bible is clear that it is the parents, who are first and foremost, responsible for the discipline of their children. Community Christian Academy seeks to assist and support parents in that God-given responsibility. CCA strives to align ourselves with the instruction the parents are doing at home. Together we are called to train children to respect authority and to eventually learn to discipline themselves in a way that is pleasing to the Lord. Likewise, CCA students are expected to respond to parents, as well as, teacher and school staff with respect, and to adhere to Biblical standards. If parents have not chosen to follow these standards in the discipline of their children, please understand that CCA may not be the best school of choice for their family.



Procedures and guidelines exist so that we may offer the very best education possible for the students God has entrusted us with. Our goal is to provide clear guidelines and standards for conduct. We strive to maintain open communication with parents and students regarding the disciplinary process and consequences. Most of all, our discipline process has been put into place to assist parents in preparing students to enter the world as mature, obedient, self-disciplined members of God’s family. It is neither the jurisdiction nor the desire of CCA to prescribe what limits or freedoms parents may specify for their student’s behavior. Nevertheless, there are times (including the summer months) and places in which the behavior of students reflects on CCA. In all such cases, student behavior is definitely within the jurisdiction of CCA.

**Classroom management**

**Grades K3 - 4<sup>th</sup>**

Various age-appropriate discipline techniques are implemented within the classroom based on teacher discretion. Classroom rules will be determined by the teacher and may vary slightly. Students are expected to obey those rules at all times. Should a student choose to display excessive disruptive behavior, a parent will be notified by the teacher. Should the disruptive behavior continue, parents will be notified immediately and a discipline notice will be sent home by the teacher. A parent signature will be required. After 2 discipline notices, the parents will be required to attend a conference with that child’s teachers, as well as the lead teacher. If a 3rd office referral occurs, administration will schedule a conference with both the parent and the student will be placed on a 30-day behavioral probation.

**Grades 5<sup>th</sup> - 12<sup>th</sup>**

In the upper grades, behavior in the classroom is extremely important for the sake of the learning process. In order to effectively maintain classroom management within our upper grades, the following demerit system listed below will be used for correction:

**Demerit Listing**

<b>Demerit</b>	<b>Demerit Quantity</b>
Unprepared for class	1
Dress Code Violation	3
Gum, candy or food in class	3
Tardy to class during the school day	3
Talking without permission	3
Failure to follow instructions	3
Disorderly locker	3

Disturbance in class	5
Hall violation and failure to report to before/aftercare	5
Entering an unauthorized area	5
Chapel misconduct	5
Name calling	5
Inappropriate Behavior	5
Physical contact	5
Inappropriate language	5
Deliberate disobedience	10

Students who receive twenty (20) demerits per month will receive an in school suspension and be charged \$50 to cover the cost of supervision.

Students who receive 30 demerits per month will be suspended for a minimum of two days.

There will be a fee charged to the student's account in the event of an in school suspension of \$50 in order to provide individual supervision.

### **STUDENT CODE OF CONDUCT (6<sup>th</sup> - 12<sup>th</sup> GRADE)**

A copy of the following must be signed by each middle and high school student and turned in prior to the beginning of the school year for registration to be complete.

*I understand my attendance at CCA is a privilege and not a right. The standards of integrity, honesty, and morality are expected to be maintained. I understand that I am to exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. I realize that my dress and behavior are never to be an offense to others. In keeping with the character of Christ and the goals of this school, I commit to the following code of conduct:*

1. I will keep myself pure in spirit, soul, and body by:
  - Avoiding participation in drugs of any kind, including tobacco and alcohol.
  - Avoiding immoral activities or sexual misconduct, including conversations or pornographic material (magazines, movies, music, internet).
  - Avoiding participation in any occult activity, new age or any eastern philosophy or mysticism.
  - Avoiding the use of profanity, offensive slang, vulgarity, envious rivalry, lying, stealing, and cheating.
  - Avoiding use of racial slurs of any kind.
  - Not participating in any form of vandalism.
  - Avoiding all forms of bullying or harassment.

2. I will honor the Lord with my conversations with my peers.
3. I will settle all difference with others through Biblical guidelines
4. I will commit myself to growing in my walk with the Lord

*I understand that failure to uphold this Code of Conduct will result in disciplinary action, which may include suspension and/or expulsion. I understand that my signature of the Code of Conduct indicates my acceptance of the entire code.*

## **GENERAL VIOLATION OF CONDUCT**

The following violations of conduct are school-wide. Each is clearly defined below and will result in immediate age-appropriate disciplinary action. Violations of this general conduct code will result in an office referral in which consideration will be given for suspension or expulsion. Listed below are some major violations

### **Bullying**

Bullying can be defined as repeated intimidation or harassment over a period of time. Included is verbal behavior; teasing, name calling, threats, spreading rumors, intimidation, taunting, and physical behavior; hitting, biting, pushing or any other physical contact. Bullying will not be tolerated at CCA.

### **Cheating**

Cheating is defined as act dishonestly or unfairly in order to gain an advantage. If a student is caught cheating in any way, parents will be contacted by the student's teacher. After the first offense, the child will be deducted ten (10) points off of the test or assignment. If a student is caught cheating two or more times, they will receive a zero on that test or assignment.

### **Vandalism**

Vandalism is defined as deliberate or ignorant destruction of property. Vandalism of any kind will not be tolerated and will result in immediate disciplinary action or dismissal.

### **Plagiarism**

The definition of plagiarism is an act of instance of using or closely imitating the language and thoughts of another author without authorization and the presentation of that author's work as one's own, as by not crediting the original author. Plagiarism is a form of cheating and the student will receive a zero for the work submitted

### **Deliberate Disobedience**

This is defined as refusing to obey rules of someone in authority including a teacher or staff member of CCA. This behavior will result in disciplinary action.

### **Disrespect for Authority**

This is defined as refusal to respect authority in any way. This is in direct disobedience with the Bible, and will not be tolerated at CCA.

### **Disrespect to Other Students**

Name calling, slander, derogatory notes, insults, and other actions that demean another student.

### **Fighting**

Fighting is an indication of a lack of respect for another person and is inappropriate behavior. Negative physical contact of any kind will not be allowed.

### **Profanity and Vulgarity**

While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand a speech free from profanity or cursing. Profane or vulgar speech demonstrates a lack of respect for God's name as well as a lack of respect for others who find such speech offensive. The discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse of Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or school. A student using profane or vulgar language will be corrected and parents will be informed of the problem. A parent conference may then be held. In certain situations, the administrator may choose to take strong disciplinary measures, such as suspension or dismissal.

### **Sexual Harassment**

CCA emphasizes to all students, faculty and staff members that sexual harassment is prohibited behavior and will be taken very seriously by all members of the school community. Any student who feels they have been violated, has the right and responsibility to report the situation immediately. If anyone's attention, actions, or statements are making a student's time at school uncomfortable, the student should advise a member of the administrative team and prompt corrective action will be taken.

## **“Sexting”**

In keeping with the school’s responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of sexting. “Sexting” is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image, a violation of this policy which will result disciplinary action. Students are required to immediately report any such activities to a teacher or administrator.

## **GENERAL OFF CAMPUS VIOLATIONS**

Students of CCA are representatives of their school, their parents, and their Lord at all times. Therefore, a student must conduct himself off campus in a manner consistent with his behavior as a student at CCA. There are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action if the event occurred away from school:

- Stealing or shoplifting
- Drinking any alcoholic beverage
- Sexual immorality
- Smoking or possession of cigarettes
- Possession of illegal drugs or misuse of prescribed drugs
- Vandalism
- Malicious prank against a school staff or teacher
- Involvement in a felony crime
- Involvement with the occult, new age, or any type of eastern mysticism or any philosophy that does not promote Jesus or the Bible
- Inappropriate behavior on any social networking sites including vulgar language, racial slurs, inappropriate music, pictures, etc

## **POSSESSION OF CONTRABAND**

### **Drugs**

The sale, purchase, possession, or consumption of drugs, including anabolic steroids or alcohol, is strictly prohibited. Anyone observed violating this regulation is subject to expulsion. CCA is a drug free zone. Any drugs or drug paraphernalia will be confiscated and students will be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented, illegal, or counterfeit drugs will also be grounds for legal prosecution. Random drug testing may be done on any student, at any time, at the discretion of the administration.

## **Medication**

The use or possession of any medication while a student is on campus must be reported to the school office. All prescription drugs must be brought to the office and be administered by the office staff.

## **Pornography**

Pornographic material is strictly prohibited at all times on school and church property, as well as at any off-campus school function. Inappropriate sexual materials includes, but is not limited to magazines, videos, and internet content. Suspension or dismissal may result in possession of these materials. In addition, any type of involvement in pornographic activities at any time (on or off campus) is also strictly prohibited. Pornographic activities include but are not limited to involvement in inappropriate chat rooms, websites, videos, music, and social media. Participation in pornographic activities may result in suspension or dismissal.

## **Tobacco**

Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on the school or church property. In addition, use of any tobacco product is prohibited for students at all school-related functions.

## **Weapons**

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Any violation of this regulation is subject to suspension or dismissal.

## **Other Prohibited Objects**

Fireworks, water guns, stink bombs, or similar objects that serve no purpose at school must not be brought on campus. Bringing such items onto campus will result in corrective action, up to, or including dismissal.

CCA is not only concerned with the legality of underaged vaping, but also of the potential long-term health risks. Therefore, we take this behavior very seriously. Disciplinary action will be taken for vaping or possession of any vaping paraphernalia (pods, juuls, juice, battery packs, etc) to include a minimum of three days in-school suspension for the first offense with possible progressive discipline for subsequent offense.

## **DISCIPLINARY ACTION**

Should a student display conduct listed in any of the above categories, or his behavior is not manageable by the teacher in the classroom setting, disciplinary action will take place. The forms of discipline and the process will vary, depending upon the severity of the infraction, the circumstances surrounding the issue, and the spirit of the student.

The actual forms of discipline and the discipline process will vary depending upon the seriousness of the infraction, the circumstances involved, and the spirit of the student. The following measures may be used in discipline, but not necessarily all measures will be used nor will the measures be used in this sequence.

- Verbal correction and/or warning
- A personal conference and prayer with the student
- Telephone call to parents
- Parent Conference
- Loss of privileges
- Demerits
- Suspension
- Behavioral Probation Contract
- Dismissal
- Expulsion

If necessary, the following disciplinary action will take place:

- The student will be removed from the classroom and sent to the lead teacher.
- If the issues is not resolved, the student will be sent to the office to meet with the Headmaster. The parents or guardians of the student will be notified.
- A meeting will be scheduled with parents, administration, and teacher if necessary.

## **PROBATION/SUSPENSION/EXPULSION**

The administration of CCA takes very seriously, any decision to put a student on probation or to consider him/her for suspension, dismissal or expulsion.

### **Probation**

A student may be placed on a 30 day behavioral probation if he/she does continues to not abide by the set rules or standards at CCA or has a repeated behavioral problem in the classroom. When a student is on probation they may still attend school, but any behavioral infractions during that period will result in immediate dismissal or expulsion.

## Suspension

Should a student break any of the above school-wide rules or receive thirty (30) demerits in one month, CCA administration may place that student on in school or out of school suspension and the student will not be allowed to attend normal classes during that time. All academic work/tests missed during that time must be completed and turned in on the day the child returns back to class. A zero will be given for any missed or unfinished work not turned in, during suspension. If a student is given in school suspension, there will be a \$50 charge in order to provide adequate supervision. Three or more suspensions in one school year may result in dismissal

## Expulsion

CCA may decide to expel a student from our school, should administration feel as though there is no longer anything we can do to serve the child through discipline. In any case where expulsion is considered, the school board will be the final authority. If a student is expelled from CCA they never be allowed readmission into the school.

## SEARCH AND SEIZURE

With reasonable cause a teacher, administrator, or school official may search a student or the personal property of a student to seize anything that is in violation of the law, CCA rules. Random search may be conducted of lockers, bookbags, and other personal belongings by school personnel or law officers. Refusal to cooperate with the school or law may result in dismissal from CCA.

## EMERGENCY PROCEDURES

CCA has the highest concern for our students' safety. Thus, we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please call the school office. Parents play an essential role in keeping students safe during an emergency.

- **Provide the school office with up-to-date contact information.** It is important that you provide us with up-to- date contact information so that we can contact you if necessary. We must have accurate emergency information for each student. **Please inform the school immediately if you change your phone numbers or email addresses.**
- **Be prepared for early dismissal/school closings.** In some emergencies, school officials will deem it prudent to send students home early. We will contact you if there will be an early dismissal. If the Columbia County School System announces an emergency school closing due to impending severe weather, CCA will also close.



If there is ever a need for CCA to announce an emergency school closing when CCSS is remaining open, every attempt will be made to notify parents through CallingPost Communications. CallingPost Communications is a phone call to all phone numbers in our system from 405-308-4474 giving details about the closing. If unanswered, the call will leave a voicemail message.

## **EXTENDED CARE**

CCA offers extended care programs to provide a safe environment for families who need care for their students before or after school. Please note that extended care is not a tutoring service.

### **Before care**

Before care is provided daily, from 7:00-7:45 for a fee of \$20 per day.

### **After care**

Enrollment for after care can be done at the front office. After care is also provided daily, from 3:30 - 6:00 pm. Fees are as follows: \$10.00 per day, \$45.00 per week, or \$180 per month. After care students must be picked up by 6pm. After 6pm a fee of \$1 per minute will be charged. For their safety, all students **MUST** enroll in the aftercare program for eligibility.

## **EXTRACURRICULAR ACTIVITIES**

Upon the completion of a school activity or extracurricular activity, all participating students must leave the premises. CCA is not responsible for the behavior or safety of the students beyond the conclusion of a school activity. Parents will be held financially responsible for all damages to school property or to the property of a host facility incurred by their student. Depending upon the circumstances, disciplinary action (probation, suspension, or expulsion) may be imposed on the student by the CCA administration.

## **FIELD TRIPS**

Age-appropriate field trips are a fun and enriching part of our school year at CCA. The following are our field trip procedures:

1. Students must wear assigned CCA shirt on all field trips.
2. Students may not use any personal electronic devices of any kind, except in the case of overnight field trips.
3. Siblings are not permitted to accompany siblings field trips.

4. For their safety all students *must* ride on school-owned transportation for day field trips. Parent chaperones may choose to ride on the bus, as space allows, or follow behind in their own vehicle.
5. While on field trips, students *and* chaperones are required to conduct themselves in a Christ-like manner and in a way that positively represents CCA. All designated rules must be followed or the student may be exempt from participating in future field trips.
6. A permission slip must be signed to allow students to participate in any school sponsored field trips, competitive sports, and other special events. Failure to return the permission slip could prevent a student from attending the event.

If a family decides that their child will not attend a field trip, it is the responsibility of that parent to make arrangements for their child. In-school childcare will be not be provided on field trip days. In addition, students in 5<sup>th</sup> grade and up will be required to complete a project assigned by their teacher, should they decide not to participate in a field trip.

## **FLAG SALUTE**

All CCA students, athletes, and parents attending a function at CCA will always be required to stand during the national anthem or during the Pledge of Allegiance. They will memorize the following flag salutes:

### **American Flag**

I pledge allegiance to the flag, of the United States of America, and to the Republic, for which it stands: one nation, under God, indivisible, with liberty and justice for all.

### **Christian Flag**

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

### **Bible**

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

## **FUNDRAISING**

All families are encouraged to participate in fundraising events. *Students and staff are not permitted to fundraise on campus or before or after church service unless approved by the school administrator.*

## HEALTH

### Required Immunizations

Every child must be up-to-date on their immunizations to attend Community Christian Academy. Records must appear on form 3231 from the Georgia Department of Human Resources. Medical exemptions require documentation from a physician. Religious exemptions require documentation your pastor.

The following immunizations are required to enter Kindergarten:

- HBV - Hepatitis B Vaccine - 3 doses
- DTP - Diphtheria - Tetanus - Acellular
- Pertussis Vaccine - 5 doses
- HIB - Haemophilus Influenza Type B Vaccine - 4 doses
- IPV - Inactivated Poliovirus Vaccine - 2 doses
- OPV - Oral poliovirus Vaccine - 2 doses
- MMR - Measles, Mumps, Rubella Vaccine - 2 doses
- VAR - Varicella Vaccine - 2 doses

### Sickness

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation is extremely important in preventing the spread of illness. Do not send you child to school if he has had any of the following symptoms within the past twenty-four hours: temperature at or above 100 degrees, rash, vomiting, excessive nasal discharge, or diarrhea. If your child develops these symptoms at school, the child will be isolated and parents will be notified to pick the child up.

At times, students do come down with illnesses while at school. If that happens, their teacher will have the student report to the office. Many illnesses begin with a cough, sore throat, and/or fever. Students with any of these symptoms will be isolated from the class and sent home as soon as possible.

### Lice

All students may be checked randomly for head lice. If lice or nits are found, parents will be required to pick up their child as soon as possible. Students must be treated with medication and must be nit free before they will be allowed to to return to school. Parents are required to notify the school in the event that they find nits or head lice in their child's hair. This will prevent the spread of lice in the school.

## **Communicable Disease**

The term “communicable disease” is defined as transmissible (as from person to person) by direct contact with an affected individual or the individual’s discharges. Parents will be notified immediately should a teacher or office staff suspects that a child is infected with a communicable disease. The diseases are as follows: Common Cold, Gastroenteritis, Strep Throat, Pink Eye, Fifth Disease, Gonorrhea, Hepatitis, Whooping Cough, Rotavirus, HIV/AIDS.

Any student or employee with a communicable disease will be temporarily excluded from school while ill. CCA reserves the right to determine the final decisions necessary to control the spread of illness in our school.

## **Health Emergencies**

In the event of an extreme emergency, parents will be notified and the student will be transported to the nearest hospital unless otherwise instructed by parents.

## **MUSIC**

CCA believes music, which promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school, or school-sponsored functions, students may not listen to such music or have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. A student who violates this policy will go through normal disciplinary procedures, which may ultimately result in the student’s dismissal.

## **LIBRARY**

All CCA students will have access to our school media center. Books may be checked out for seven days. It is the responsibility of the student to renew any books needed longer than the seven-day allowance. Magazines may not be removed or checked out. Overdue fines are ten cents per school day (Holidays and weekends are not counted). Students who have not returned overdue books and/or paid fines may not check out any books until their library account is cleared. All library books must be returned by May 1<sup>st</sup> and fines paid before awards day in order for the student to participate. Report cards will also be held until all fines are paid.

## **LOST AND FOUND**

Please label *all* of your children’s belongings. The school maintains a lost and found. Items from the lost and found will be donated to a local ministry quarterly.

## **LUNCH**

Lunch order forms will be available online and at the front desk. All orders must be in by Thursday for the following week. Late orders will not be accepted. If a child does not have lunch or has not ordered, the office will place a call to the parent so arrangements can be made for lunch to be dropped off. Please order and pay for pizza separately as this is a “business venture” that is run by our high school students.

Because of the limited time, no student will be allowed to heat their food in the microwave.

## **MONEY AND NOTES**

All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher. You can also email your classroom teacher through the RenWeb email feature.

Money should always be sent in a sealed envelope with the following information on the outside:

1. Student’s name
2. Date
3. Cash or Check #
4. Purpose and amount of enclosed money.
5. Teacher’s name and grade.

Please send money or a check for the EXACT amount due. Two or more fees may be combined in the same envelope when the envelope and check memo line if applicable detail the proper breakdown of the enclosed money. (Example: library fine \$1.00/field trip money \$10.00). Please help our school staff by sending the exact amounts of money in clearly labeled, sealed envelopes. Please make sure that any “Pizza Friday” money is put into a separate envelope and labeled.

## **PARENT VOLUNTEERS**

Both schoolwide and classroom volunteer opportunities will be available to parents throughout the school year. We strongly encourage parents to participate. All volunteers will be required to have a background check on file, and to sign in at the front desk upon arrival.

### **Elementary Room Parents**

It is our desire for every parent to be involved in some way in the class parties. The room parent is a critical link in bringing home and school together. This important position should be filled by a person who has a servant’s heart and is able to organize and lead. Some responsibilities include the following:

- Seek to involve parents in field trips and parties.
- Assist the teacher with party or field trip arrangements.
- Meet and seek to involve the new families in the class.
- Serve the classroom families when a special need arises.

## **RECORDS REQUESTS**

Transcripts and Records can be obtained through a formal request with the registrar. Please allow 48-72 hours for processing. Note: All financial obligations must be current at time of request.

## **SEARCH AND SEIZURE**

With reasonable cause a teacher, administrator, or school official may search a student or the personal property of a student to seize anything that is in violation of the law, CCA rules. Random search may be conducted of lockers, bookbags, student-driven vehicles and other personal belongings by school personnel or law officers. Refusal to cooperate with the school or law may result in dismissal from CCA.

## **STUDENT PARKING**

Students that would like to obtain a student parking pass must apply with the registrar. Proof of Insurance and Driver's License will be required.

## **TEEN PREGNANCY/MARRIAGE**

CCA believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible within this environment. A married student, pregnant student, or student responsible for a pregnancy may petition the school board to complete their current school year at CCA.

## **TECHNOLOGY**

Personal electronic devices such as but not limited to iPods and handheld game systems are not permitted at school for any reason. If there is an extenuating circumstance that requires your K-12<sup>th</sup> student to have a phone after school, they may check their phone in at the front desk immediately upon arrival. Failure to adhere to this policy will result in the confiscation of the electronic device and demerits. In addition, in the case of any device that stores any type of recorded material, that material will be examined by the administration. If the material is found to be in violation of the school's code of conduct additional disciplinary action may be taken.

If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he must secure permission from a teacher or administrator.

## **Cell Phones**

Students are not permitted to use cell phones during school hours. If a K-8<sup>th</sup> student brings a cell phone to school, it must be dropped off at the front office upon arrival and picked up after school. High School students may have their phones at school, but it must remain in their locker or in their backpack at all times.

## **Middle School 1:1 iPad initiative**

Each Middle School student will be issued an iPad to be used during the school year. We have taken every possible precaution that APPLE provides (short of eliminating access to email and other useful tools) in effort to prevent the students' access to internet content, we are aware that some of the apps we use for academic purposes can allow for some backdoor access to the internet. Some of the other apps that the students fervently use for entertainment in their free time have the potential to be misused as well. If the child is being intentional in their search for other unfavorable content. Since families have varying levels of acceptable content within their homes, we ask that you simply regard your child's home iPad use in the same manner that you would any other network connected device to which they have access. Please use the rules and diligence that you would to monitor their usage on your home computer for their iPad.

## **iPad Misuse in the classroom**

1<sup>st</sup> offense: iPad will be taken to the office. Parent must pick it up at the end of the day.  
2<sup>nd</sup> offense: Same as above plus an after/before school detention.

## **Computers**

Each High School student (grades 9-12<sup>th</sup>) will have access to a school owned computer to access their etext and complete all given assignments.

## **Computer Misuse in the classroom**

1<sup>st</sup> offense: Student given hard copy book and parent must come in that day to speak with administration.  
2<sup>nd</sup> offense: Same as above plus detention (\$5 charge).  
3<sup>rd</sup> offense: Parent/Teacher conference possible Saturday School and/or Suspension (\$50 charge).

## **Internet Use**

CCA uses the internet for a variety of school subjects. Access to the internet for research and school related activities are available to students in the school's computer lab, and

some classrooms. Students' online activities must be consistent with the general behavior policies outlined in this handbook. Unacceptable behavior includes but is not limited to hacking, bringing inappropriate materials onto campus, retrieving such materials at, or sending them from school sites, cyber bullying, and unauthorized use of e-mail or copyrighted materials. Any student who engages in such activity is subject to appropriate corrective action.

### **Student Internet Contract**

Each middle and high school student will be required to sign the following contract during the first week of school:

1. I will be respectful to myself and others. I will not bully and won't tolerate bullying by others.
2. I will be a good online friend and be supportive of my friends and others who might be in trouble or in need of help.
3. I will not post or send pictures or other content that will embarrass me, get me into trouble or jeopardize my privacy or security.
4. I will respect other people's privacy and be courteous when posting photos or other content about them.
5. I will be conscious of how much time I spend on the web, phone, and other devices and will not let use interfere with sleep, school work, and face-to-face relationships.
6. If they need my help, I will assist my parents, teachers, and others in their use of technology.
7. I will respect other people's digital property and space. I won't steal, hack, break into anyone else's accounts, or use other's content without permission.
8. I will protect my passwords and practice good internet security.
9. I will be thoughtful in my use of copy and paste. If I use anyone else's content or images I will quote them, give them credit, and link to them if appropriate.
10. I will help create a culture of respect and tolerance at my school and among my peers.
11. I am aware that there are procedures for my iPad use in school. I agree to follow these procedures.

All specific guidelines for individual student email accounts, apps, and other miscellaneous settings are outlined during a mandatory Summer Technology meeting.

### **UNIFORMS (Monday-Thursday)**

CCA requires all students to report to school in uniform on Monday-Thursday of each week.

#### **Tops**

Two options are available for student uniforms. In either option, the official CCA crest *must* be worn on the outside of the student's uniform and shirts must be tucked in.



### **Option 1: VEST**

Each student will be issued one lightweight, black sweater vest embroidered with the official CCA crest. This will be provided by the school and is included in your student's tuition. Additional vests can be purchased through our school's Lands' End website ([www.landsend.com](http://www.landsend.com) and select school drop down menu). Under the vest, the student must choose to wear a red, black, or white polo (long or short sleeve). These polos do not have to be purchased through Lands' End, as long as the sweater vest is worn over the top.

### **Option 2: Polo**

Families may purchase polos from the store of their choice (Old Navy, Kohl's, Walmart, Target or any store where school uniform polos are sold), and have them embroidered locally, at the following locations:

#### **Amerigraphics**

208 Hightower Drive  
Augusta, GA 30907  
706-651-9010

Embroidery prices: \$10.00 per item, \$9.00 per item in quantities of 6-11, \$8.00 per item in quantities of 12-23.

#### **Stitches Unlimited**

114 Davis Road  
Augusta, GA 30907  
706-855-9653

Embroidery Prices: \$10.00 per item, \$7.00 per item in quantities of 2-5, \$5.00 per item in quantities of 6 or more.

All polos must be solid red, black, or white, and with no other visible emblems or brand names, other than the CCA crest. Button down shirts in solid red, black or white are also permitted. Families may continue to order clothing from Lands' End, if they so choose.

### **Bottoms**

#### **Boys:**

Boys may wear only khaki, tan, or black colored pants/shorts. Cargo style pants/shorts are not permitted. Boys bottoms can be purchased at any store and will be available on our Lands' End website.

### **Girls:**

Girls may wear khaki, tan, or black colored pants, shorts, skirts or skorts, which can be purchased at Lands' End or the store of your choice. Leggings/jeggings may not be worn as pants. Two additional options will be offered through Lands End including a jumper style dress (to be worn with a black, white or red polo underneath) and a polo dress. These *must* be embroidered with the official CCA crest. Shorts and skirts may be no shorter than 4 inches above the knee. Girls may wear solid colored leggings or knee socks in red, black, tan or white.

### **Shoes**

All shoes must be closed toe. High heels are not permitted. Boots may be worn but they must have rubber soles.

### **Outerwear**

Solid colored (red, black, tan or white) sweaters may be worn in the classroom but they must be a cardigan style so the CCA crest is still visible. Jackets and coats with patterns, emblems, or logos are allowed but can only be worn outside the classroom or at recess time.

### **Hairstyles**

Hair is to be worn in a neatly-groomed style, and be of natural color. Boys hair must be cut to above the ear. Facial hair is allowed in upper classmen (11th and 12th grade only) as long as it is kept neatly groomed.

### **Accessories**

Earrings will be allowed for female students only and must not dangle more than 2 inches from the ear. Caps and hats of any kind may not be worn inside the school building.

## **UNIFORMS (FRIDAYS)**

### **Christian T-shirt Friday**

On Fridays, students may wear denim jeans that adhere to uniform standards and their choice of T-shirt that displays a Christian message or Bible verse.

## **Super Friday**

On the last Friday of each month, students may wear clothing of their choice, as long as they adhere to uniform standards in fit, length, and modesty. Shoes must be closed toe and pajamas are not allowed. One dollar will be collected from each child who chooses to participate in Super Friday. The money collected on Super Friday will be donated to our mission funds.

## **UNIFORMS (PE)**

Students in grades 5th and up will be required to wear PE uniform during all scheduled PE classes. If a student fails to wear this uniform, points will be deducted from their weekly PE grade.

## **UNIFORMS (EXTRACURRICULAR ACTIVITIES)**

### **Day Field Trips**

Students are required to wear their CCA Polo and jeans or uniform pants or shorts for day field trips. Shorts must be no shorter than 4 inches above the knee.

### **SCISA competitions**

For any extracurricular SCISA events or competition, students will be required to adhere to SCISA dress code guidelines.

### **Athletics**

Athletes will be issued a uniform for athletic events. For practice days, students should adhere to general uniform standards in fit, length, and modesty.

**If a child comes to school and any part of their appearance does not adhere to dress code policies, a parent will be called. Please note that administration reserves the right to make all final decisions regarding dress code.**

## **VISITORS**

All visitors must immediately check in at the school office and receive a visitor's pass. CCA is a closed campus for non-students. Parents considering enrollment at CCA are welcome to visit. Such parents should contact the office for further details. CCA staff does not open the buildings to visitors after school hours except for interscholastic or public events unless permission has been granted by the administration.

## **SECTION III – ACADEMICS**

### **ACHIEVEMENT TESTING**

Each student in grades K5 – 12<sup>th</sup> is given a standardized achievement test (currently Terra Nova) in the spring of the year to determine his/her progress and scholastic strengths and weaknesses. The results of these tests will be made available to the parents. High School students will be encouraged to take the SAT/ACT. IQ tests will be given in grades 3, 5, 7 and 10.

### **CURRICULUM**

Our curriculum is chosen to ensure that our students receive a solid foundation academically, while challenging them to form a Biblical Worldview. CCA has selected Bob Jones Press curriculum for all core academic classes K3 - 12<sup>th</sup> grade.

### **DUAL ENROLLMENT**

Students in grades 10<sup>th</sup> - 12<sup>th</sup> will be eligible for dual enrollment through Georgia Military College and Augusta Tech. To be eligible the student and their parents must attend a mandatory informative meeting which will be scheduled in the summer.

### **HIGH SCHOOL GRADES AND EXEMPTIONS**

Each Semester Grade will be calculated using the following percentages:

- 1st 9 weeks: 40%
- 2nd 9 weeks: 40%
- Semester Exam: 20%

If a student receives below 70% in any class, they will not receive credit and will be required to repeat the class.

At the end of each semester, a student that has maintained an A average in a subject will be allowed to exempt their semester exam. A student that has maintained a B average can be considered for exemption if they have perfect attendance and have no missing assignments in the class being reviewed.

### **GRADING SCALE (1<sup>st</sup> - 12<sup>th</sup> grade)**

In grades 1<sup>st</sup> - 12<sup>th</sup> all grades are recorded numerically and placed on the report cards and transcripts as the following letter grades:

90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

### **GRADING SCALE (Kindergarten)**

E	Excellent
S	Satisfactory progress
N	Needs time to develop/improve
U	Unsatisfactory

### **GRADING SCALE (All day K3/K4 program)**

Teachers will send home a short evaluation detailing the child's social, developmental, and academic progress.

### **HOMEWORK**

At CCA our goal is to keep written and time consuming homework to a minimum. Students can expect age-appropriate nightly studying for Bible verses, spelling and other tests, as well as projects, and make up work. Teachers may also occasionally send home extra practice on certain subjects or skills as they see fit. Research does not support the notion that hours of tedious written homework each night is beneficial to your child's academic development. In fact, our desire is that your child's evenings be reserved for relaxed family meals and devotions, outdoor play, church groups, reading, and extracurricular activities or interests. We strongly believe that these activities are absolutely essential for the spiritual, emotional, and physical development of your children. Our hope and prayer is that you use your evenings intentionally to enjoy quality time with your family.

### **HONOR ROLL**

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and awarded every spring. A Honor Roll and B honor roll will be determined by averaging the grades for each of the four quarters in each core subject.

## **INCOMPLETES**

An incomplete may be recorded on a report card when a student has been absent several days during the last two weeks of the grading period. An extension of two weeks into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a zero for any missing assignments, and the zero will be averaged in with his other grades for the course.

## **MAKE UP WORK**

Students are required to make up any work missed due to an absence. Each student will be given the same number of days to complete the work as the number of days he has missed. *The responsibility for all make up work rests with the student, not the teacher.* A grade of “zero” will be recorded for work not completed.

Students are permitted to make up assignments that were assigned when absent. However, major projects and research papers that are assigned days or weeks in advance must be turned in on or before the day due for the student to receive full credit, *even if the student has an excused absence.*

Late assignments are not permitted unless permission is obtained from the teacher. When permission is granted, the late work will be docked twenty (20) points the first day. A day is defined as being 24 hours from the date due. They may turn in the assignment the next class period for a highest possible grade of 80.

For Middle and High School students the following policy will be in place:

- First day late-1 demerit, parent notification via email, 20 points off of the assignment.
- Second day late-0 for the assignment, parent notification via email.
- After the second day the assignment will no longer be accepted.
- Extra credit will only be allowed if a student has been diligent to turn in all classwork and homework through the grading period.

All late homework submission acceptance is at the discretion of the teacher.

## **MIDDLE/HIGH SCHOOL PROJECTS**

All projects are due on the date assigned. If a student is absent on the day the project is due, it is to be turned in when they return to school. If the student was absent because of unforeseen circumstances (hospitalization, etc.) due date leniency will be given at the discretion of the teacher.

## **PROGRESS REPORTS**

At the midpoint of each nine-week grading period, the school will send home a progress report, which indicates the student's grade for each class. Parents should consult the school calendar for dates progress reports are sent home. Of course, parents may check their student's progress at any time through RenWeb.

## **PROMOTION**

### **High School**

Students receive one credit for course class completed with a grade of 70 or better. The following number of credits are required for promotion:

- Promotion to 10<sup>th</sup> grade, students must have earned a minimum of 5 credits.
- Promotion to 11<sup>th</sup> grade, students must have earned a minimum of 11 credits.
- Promotion to 12<sup>th</sup> grade, students must have earned a minimum of 17 credits.

### **Middle School**

Students who have a yearly average below a D in core classes are considered to have failed that class. A CCA student in middle school may, with the approval of the administration, be tutored during the summer and tested again in order to be considered for promotion to the next grade level.

### **Elementary School**

In grades first through fifth, students will be promoted if they attain passing grades in core subjects (D or higher). If a student has earned a less than passing grade in a single core subject, he/she can be promoted to the next grade, but the student's parent will be required to acknowledge that a summer remedial program is necessary to provide sufficient support for success in the upcoming school year. At present, CCA is not equipped to provide this support but can suggest resources in the community that would be available to work with students to prepare them for the upcoming school year. If a student has not met the requirements for promotion, the recommendation will be to retain the student in their current grade. This is not a reflection of the student's abilities, but an indicator that further instruction in the current grade is needed to ensure success in the remainder of the student's enrollment at CCA.

### **K3 - K5**

In grades K3 - K5, students will not be promoted solely on the basis of their ability to pass curriculum guidelines but more importantly, students will be evaluated on their

physical and developmental skills, social interaction skills, and cognitive abilities. Based on these evaluations and teacher input, students will be promoted to the next grade.

### **PROBATION/DISMISSAL**

A student may be placed on academic probation when his or her GPA falls below 2.0 or when a student has a failing grade in more than one core curriculum class. If placed on academic probation, the student has one semester to demonstrate that he can perform at CCA at the acceptable level. Once he has so demonstrated this ability, he will be removed from academic probation. Failure to attain a 2.0 GPA at the end of two consecutive semesters, or to attain a cumulative yearly average of 2.0 may result in dismissal from CCA. New students admitted to CCA will be automatically placed on academic probation; therefore, students must maintain these requirements their first semester.

### **REPORT CARDS**

Report cards will be issued at the end of each quarter. The final report card for the school year will be mailed to the student only if all books have been returned, all fines and fees have been paid, and tuition is current.



## SECTION IV - ATHLETICS

### ATHLETIC PHYSICAL

All student athletes *must* have an athletic physical on file before they will be allowed to participate in any CCA practice or event. The physical must be completed after May 1st for each upcoming school year. A new athletic physical must be completed and on file each year, for eligibility.

### CODE OF CONDUCT

The Athletic Department recognizes that student-athletes often hold a unique place in society and that they are under considerable pressure not only to perform in athletics, but in the classroom as well. Student-athletes are often looked upon as school role models. They must adhere to the highest ethical standards in both behavior and sportsmanship. The student athlete of CCA is a direct reflection of their school, their family, and most importantly, Jesus Christ. In order to maintain a level of accountability in this area, any student who has discipline issues in the classroom, may not be eligible for participation in sporting events. Athletes receiving a detention will serve that detention, regardless of game schedule. Any athlete receiving three (3) detentions in one season will be just cause for removal from the team. Each case will be treated on an individual basis. The final decisions regarding student-athlete participation will be determined by the CCA Athletic Director.

### ELIGIBILITY

- All students must be in good academic standing before participating in a sport.
- Student athletes are expected to maintain at least a 2.0 GPA without any F's.
- All student athletes must be enrolled as full-time students in order to participate in CCA athletics.
- A student may not participate in an athletic activity unless that student is in school for a minimum of 4 class periods on the day of the event.
- All students must be in uniform or approved athletic dress clothing to participate in a game or a match.
- Student athletes must be in at least the fifth grade in order to participate in athletic competition.

## **SPORTS SEASONS**

CCA offers the following sports each year:

Fall	Girls Volleyball
	Coed Cross Country
Winter	Boys Basketball
	Girls Basketball
Spring	Coed Soccer
	Coed Track

## **SPORTSMANSHIP**

CCA student athletes will be held to a high standard of conduct in regards to sportsmanship at sporting events. Students are to be courteous and respectful to all opposing teams and their facilities. Athletes are to maintain a positive attitude and remain modest when successful and gracious in defeat. Cheating of any kind will not be tolerated. Students who display poor sportsmanship of any kind will not be allowed to participate on CCA sporting teams.

Parents and spectators are to maintain the same level of sportsmanship as our student athletes. The judgement of officials must be respected at all times. Negative comments towards opposing teams, coaches, or officials are not allowed. Spectators are to refrain from giving specific instruction to the team or individual athlete during a sporting event, as this shows disrespect to the coach.

## **TRANSPORTATION**

Community Christian Academy will provide or make arrangements for all travel to and from games. All student athletes will travel to games/events as a team. Any travel, following the complete of the sporting event, that is not with the team must be granted with the coach's approval and the student must sign out before leaving.