

COMMUNITY CHRISTIAN ACADEMY

A MINISTRY OF TRINITY BAPTIST CHURCH



2019 - 2020
STUDENT & FAMILY
HANDBOOK

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WELCOME

Welcome! And 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(ren). In order to see the truth of God's word in all aspects of life, CCA strives to carefully design its curriculum to incorporate the Word of God across all subjects and disciplines.

CCA's policies and procedures outlined in this handbook are the product of concentrated prayer. It is designed to serve parents and students by establishing guidelines for expected attitudes 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 a 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 Word of God, so that every student knows the reality of who they are in Christ and what they can 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. The first years of a child's life are critical in forming a Christ-centered worldview. Community Christian Academy's goal is to partner with parents and Christian educators to provide a quality, safe, Biblically sound foundation and worldview.

PURPOSE

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

SCHOOL GOVERNANCE

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

SCHOOL HISTORY

CCA's 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, driving the need and prayer for a larger building. In 2016, a new building was constructed on the campus of Trinity Baptist Church, positioning CCA to be born as a ministry of Trinity Baptist Church. CCA's story is a great testimony to God's love and faithfulness as He has continued to bless it with the teachers, students, and resources needed to fulfill His plan and purpose for the 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: the Father, the Son, and the 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; and that He ascended into heaven and will return in power and glory.
- That 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 sex at birth as specified on their original birth certificates issued at birth.

SECTION I: ADMISSIONS

It is important that CCA families uphold 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 must to the best of their abilities demonstrate a Biblical worldview, represent CCA in word and action, and set Biblical examples to others. CCA strongly encourages family devotions, prayer, and spiritual training in the home.

ENROLLMENT PROCESS

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

1. Families must complete the following forms in the application packet prior to being 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. Each student's academic and behavioral records must be submitted, including the most recent standardized test scores and report card (1st grade and up). Homeschooled students must present the Declaration of Intent for the current school year, evidence of completed work, and curriculum samples.
3. CCA will administer an admission test to each incoming student. The applicant must score at or above grade level to continue in the admission process.
4. Representatives from CCA's school administration (e.g., the Pastor or Principal) will interview each new family so that each (the school and the family) can determine if they are a fit.
5. Students entering grades 6th and up must have a personal relationship with Jesus and submit a written personal testimony in demonstration thereof.

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

FACTS PAYMENT MANAGEMENT SYSTEM

All families (new and re-enrolling) must register with FACTS tuition management. Registering with FACTS and paying the \$50 FACTS account fee holds a family's spot with the school. All monthly tuition and fee payments are made via debit/credit card or bank draft to FACTS. For further information about FACTS itself, visit <https://factsmgt.com/financial-management/tuition-management/>.

NEW STUDENT PROBATION

New students will be placed on probation for 30 days to ensure they have the self-discipline to succeed at and are a good fit for CCA. K3 students also will be placed on probation to assess that they are toilet trained.

PLACEMENT

The administrative staff determines final grade placement for each student. Each Kindergarten student **must** be three-years-old, four-years-old, or five-years-old by September 1st to enter K3, K4 or K5, respectively. In some cases, the administrative staff may determine it is in a student's best interest to alter the grade placement of a student after initial placement has occurred. In this case, after consultation with one or both parents, if the parents disagree with the decision, the family may withdraw from the school with no future financial obligations from the date of withdrawal. ***Advancing a child ahead a grade is strongly discouraged and will be allowed only 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, not a right. Each year, families wishing to return the following year must complete registration forms. For those families in good standing, readmission is essentially automatic. Accepted students will be notified of acceptance for the next school term. Please note: CCA reserves the right to evaluate its student body at the end of the school year for readmission into the following school year.

If a student is asked to leave CCA, readmission will be considered on a case-by-case basis, contingent upon approval by the school board. As in every admission case, readmission will be contingent on available space, as defined by the administrator, at the time the student applies to be readmitted to CCA, and all regular admission criteria and procedures will apply.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) gives parents the right to inspect their child's education records upon request and to request

corrections to errors or misleading information in those records. Majority age students have the same right to their own records. Upon qualifying request, the administrator will make arrangements for access and notify the parent or eligible student of the arrangements.

Additionally, federal law under FERPA protects the privacy of student education records. 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):

- Parents: With the right to inspect and review the student's education records maintained by the school by submitting a written request, identifying the records needed, to the administrator.
- School officials with legitimate educational interest, including 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.

Under FERPA, 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.

To preclude the release of directory information, a parent must notify the school administrator in writing *within 5 days* of enrollment at CCA. Otherwise, consent is implied for CCA to release this information to others.

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

RELEASE OF RECORDS

For the release of student records, CCA abides by the provisions of 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 a court order exists specifying that no information should be given automatically to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of that court order.

TRANSFERS

As in every other admission case, provisions of CCA's admission policy apply to transferring students. Students who transfer from other Christian or private schools in the surrounding areas must have all previous accounts current at those schools. Regardless, transfer students cannot be accepted the last four months of school unless the student is relocating from another city or state outside the area

TUITION

Tuition rates are detailed separately from this handbook.

General requirements regarding tuition:

- Tuition is collected monthly through FACTS management (described in a previous handbook section).
- If funds are unavailable during FACTS withdrawal, a late fee will be assessed.
- 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.
- Regarding delinquent accounts:
 - After 30 days, payee will receive a written notice.
 - After 60 days, the student will be immediately dismissed from school.
 - NO RECORDS or REPORT CARDS will be released until the balance is settled.

WITHDRAWAL FROM SCHOOL

Before withdrawing a student for any reason, the student's parent(s) or legal guardian must inform the school office in writing of such intent and provide the required signed withdrawal papers to the school office for filing. The withdrawal information should state the last day the student will be present and the reason for the withdrawal. Failure to attend school or a telephone call to the school office is not sufficient notice of withdrawal. Remember that monthly tuition will continue to accrue until a student has officially withdrawn from school.

It is important to note that CCA makes budgetary decisions based upon anticipated revenue. A family withdrawing any time prior to the end of the school year causes a financial hardship for the school. **Therefore, to help cover the unexpected budgetary shortfall caused by the student's absence, a one-month tuition penalty fee calculated from the official date of withdrawal will be assessed when families withdraw during a school year.** The official date of

withdrawal is the student's last day in school or the day the withdrawal papers are received in the school office, whichever is latter.

Exceptions to this policy include out of the area company transfers required to maintain employment, relocation due to loss of employment, and military transfers. A letter documenting the required move will be sufficient proof to waive the one-month penalty. Records will be released after all financial matters with CCA are completed.

SECTION II – PROCEDURES

ATTENDANCE

One of the most important characteristics of excellent students and academic success is good attendance. Additionally, Georgia Law (HB 1190, Section 11) requires regular attendance.

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 emergency) 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, a conference with school administration, the student, and parent will be set up to discuss the absences; attendance of all parties is required. 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)] initiated.

Following any absence, teacher discretion will determine the work to be made up. All makeup work must be completed and handed in within three days of returning to school. More than ten (10) days of absence per semester per class may cause a student to forfeit credit for that semester's work.

Extended Absence

In case of prolonged illness, an exception may be made regarding receipt of class credit (see above). A doctor's statement recommending an extended absence must be submitted to the school office. In the event that a student is absent for an extended period of time, upon request from the parent or student, extra time may be given for completion of the missed work.

Arrival

Punctuality is of utmost importance in the education process. For morning carline, students can be dropped off at the front doors between 7:45 a.m. and 8:15 a.m. If a parent needs to exit your car for any reason during morning drop off, he or she **MUST** park in a designated parking spot. Students are not permitted at any time to cross the parking lot without being accompanied by an adult. *Students should report to their first period classes by 8:15 a.m.* Any student arriving in his first period class **after 8:15 will be counted "tardy"**.

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 - 12th) will be required to report to school for a 7:30 a.m. detention and parents will be charged for one morning of before care.

Dismissal and Carline

After school carline will begin promptly at 3:15 p.m. Elementary students will be dismissed to carline through the gymnasium entrance. Middle and High School students without siblings will be dismissed to carline through the front of the building. Any students not picked up by 3:30 will be sent to aftercare with a \$10 aftercare fee per child (see aftercare guidelines).

Car line numbers are required to pick up students through afternoon car line. For both efficiency and safety reasons, anyone retrieving a student MUST have the child's designated car line number. Anyone without the needed number must check the student out at the front desk. Anyone picking up a student must be authorized and prepared to show ID.

Students involved in extracurricular activities beginning immediately after school may remain on campus, but must report directly to their coach or activity advisor immediately following carline. Upon completion of the activity (including athletic practice), students must report immediately to Aftercare unless being picked up immediately by parents. Students failing to report to Aftercare at this time will no longer be allowed to participate in the activity or be part of the athletic team. Siblings of participants may remain on campus during after school activities only by reporting to Aftercare or with parental supervision.

Early Dismissal or Appointments During the School Day

If parents need to pick up their child during regular school hours, they must report to the school office to check him out. Due to the hecticness at the end of the school day, including preparations for carline, students may not be signed out nor picked up from 2:45 to 3:15, a.k.a., the "No pick up" policy.

An early dismissal for a doctor's appointment requires a doctor's notice to be submitted upon return to school or it will be counted as an unexcused half-day absence.

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. Excessive early dismissal can be both distracting for the student and for the class; in addition, it can impact student academic success. For example, although early dismissal on occasion for family travel is likely to have negligible impact, frequent pick up would instead fall under the excessive early dismissal category.

BIRTHDAYS

Birthdays are a fun time for students. So that everyone may enjoy celebrating this special day with them, if parents desire to do so, they may bring in a treat or snack on their student's birthday to share with the student'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.

If a student intends to invite the entire class, i.e., every student in the class, birthday invitations for off-campus parties may be passed out at school. Otherwise, invitations must be delivered outside of school.

CHANGE OF CONTACT INFORMATION

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

As an important part of the week at CCA, school-wide chapel services take place on scheduled days in lieu of regular Bible lessons. On these days, students have the opportunity to listen to guest speakers including ministers, missionaries, parents, and school faculty. Students also have the opportunity to donate to an optional missionary offering during each chapel service.

COMMUNICATION

Most communication from the school is accomplished through our online system called RenWeb.

At any time during the course of the school year, parents may request a parent-teacher conference to discuss their student's progress. Although it is the responsibility of the parent to initiate conferences, the school also may request conferences.

Students report information to parents based on their understanding of the information. Sometimes the information reported by a student from his perspective is slanted for his benefit. This is called "slanted news". Slanted news is one of the most critical and sensitive areas of parent-school communication. The slanting might be intentional, such as reporting

events at school in a manner favorable to himself and unfavorable to others, or it might be unintentional, such as a misunderstanding of the situation due to a lack of information. Regardless, because at some time most students will report events at school in a potentially inaccurate manner, parents should weigh carefully comments made by their students. In front of the student, the parent should support the school even if what the student says is alarming or upsetting. Later, to get a better understanding of the situation, in private, the parent should call the teacher or administrator involved.

CONFERENCES

For the student to grow in all areas, it is important for the home and school to work closely together. To support this working together, parents are encouraged to communicate frequently with the teacher concerning any needs of the student. Additionally, any parent who desires to have a conference with a teacher or administrator is welcome to do so. In fact, either parents or teachers may request a conference at any time they think necessary. Due to the potential disruption to the school day and its activities, *unscheduled conferences* occurring during the school day *are prohibited*.

To schedule an appointment, the parent may call the school office or communicate directly with the teacher or administrator through email. All teachers can be reached online through the Renweb email feature. Because of the potential disruptions to schedules and the school day itself, please remember to see teachers and administrators **ONLY** with an appointment except in cases of emergency.

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, alternate arrangements need to be made for both preschool and school-aged children. The school is obligated to meet only with a student's parents or legal guardians, not with a student's extended family members (i.e., grandparents, aunts, ...). They, in turn, should relay information to other family members. Under extenuating circumstances and with a note from the parents, a conference may be held with an extended family member standing in the stead of the parents.

CONFLICT RESOLUTION

The following procedure for conflict resolution is used by the faculty and staff of CCA and is taught to the students. Parents are requested to use this same 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 its students 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 can 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 parents are first and foremost responsible for the discipline of their children. Community Christian Academy (CCA) seeks to assist and support parents in that God-given responsibility. CCA strives to align itself with the instruction the parents are doing at home. Together, school and parents 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 to us. Our goal is to provide clear guidelines and standards for conduct. CCA strives to maintain open communication with parents and students regarding the disciplinary process and consequences. Most of all, CCA's 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 behaviors. Nevertheless, there are times (including the summer months) and places in which the behavior of students reflects on CCA and thus may affect CCA. In these cases, student behavior is within the jurisdiction of CCA.

Classroom Management

Grades K3 - 4th

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 teacher will notify the parent. Should the disruptive behavior continue, the teacher (or a school administrator) will notify parents immediately and will send home a discipline notice. To ensure parental receipt of the note, a parent will be required to sign and return the notice. If a second discipline notice is needed, the parents will be required to attend a conference with that child's teachers and the lead teacher. If a third discipline notice occurs, administration will schedule a conference with both the parents and will place the student on a 30-day behavioral probation.

Grades 5th - 12th

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 the upper grades, the demerit system listed below will be used for correction:

Demerit Listing

Demerit	Demerit Quantity
Unprepared for class	1
Tardy to class during the school day	2
Dress Code Violation	3
Gum, candy or food in class	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. Students who receive 30 demerits per month will be suspended for a minimum of two days. Each student with an in school suspension will be charged \$50 per day on his school account to cover the cost of providing individual supervision for the in school suspension.

STUDENT CODE OF CONDUCT (6th - 12th 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. 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 defined clearly 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 and physical behavior. Examples of bullying verbal behavior include teasing, name-calling, threats, spreading rumors, intimidation, and taunting. Examples of bullying physical behavior include hitting, biting, pushing, or any other physical contact. Bullying will not be tolerated at CCA.

Cheating

Cheating is defined as to act dishonestly or unfairly in order to gain an advantage. If a student is caught cheating, the student's teacher will contact the parents. After the first offense, the student will be deducted ten (10) points from the test or assignment. If a student is caught cheating a second time or any times after the second, he will receive a zero on each test or assignment affiliated with the cheating.

Vandalism

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

Plagiarism

The definition of plagiarism is an act or 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, i.e., without crediting the original author. Plagiarism is a form of cheating. The student will receive a zero for any plagiarized 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. Disrespect for authority is in direct disobedience of the Bible and will not be tolerated at CCA. This behavior may result in disciplinary action or dismissal.

Disrespect to Other Students

Disrespect to others can be exhibited in a myriad of ways. Examples include name-calling, slander, derogatory notes, insults, and other actions that demean another student. This behavior may result in disciplinary action or dismissal.

Fighting

Fighting indicates a lack of respect for another person and is inappropriate behavior. Negative physical contact of any kind is prohibited. This behavior may result in disciplinary action or dismissal.

Profanity and Vulgarity

While aware that cursing and profanity are common in areas of society, CCA firmly believes that Christian institutions should demand 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 in Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or school. Therefore, a student using profane or vulgar language will be corrected and parents informed of the problem. Depending upon the situation, a parent conference also may 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 seriously by all members of the school community. Any student who feels he or she has 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. A student engaging in sexual harassment will be subject to disciplinary action or dismissal.

"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. This behavior is prohibited. 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 in disciplinary action. Students aware of such activity are required to report it immediately 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. Even beyond the school setting, some guidelines apply, the breach of which may make the student subject to disciplinary review and possible action. Serious breaches of discipline, even if the event occurred away from school, include:

- 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(s) against a school staff or teacher
- Involvement in a felony crime
- Involvement with the occult, new age, any type of eastern mysticism, or any philosophy that is at odds with or contradicts the Bible or the words and life of Jesus
- Inappropriate behavior on any social networking sites, including, but not limited to, vulgar language, racial slurs, or inappropriate music or pictures

POSSESSION OF CONTRABAND

Drugs

CCA is a drug free zone. The sale, purchase, possession, or consumption of drugs, including among other things anabolic steroids or alcohol, is strictly prohibited. Possession of prescription medication with intent to distribute or possession of falsely represented, illegal, or counterfeit drugs also is strictly prohibited. In either case, anyone observed violating this regulation is subject to expulsion. Additionally, the student will be reported to the police, any drugs or drug paraphernalia will be confiscated, and confiscated items will be turned over to the police. Although not a common nor expected activity at CCA, at the discretion of the administration, random drug testing may be done on any student at any time.

Medication

If a student requires medication (prescription or over the counter) while on campus, either the student or parent must report it to the school office. In addition, prescription drugs must be brought to the office and administered by the office staff.

Pornography

Pornographic or inappropriate sexual material includes, but is not limited to, magazines, videos, and Internet content. Pornographic activities include, but are not limited to, involvement in inappropriate chat rooms, websites, videos, music, and social media. Possession of the material and involvement in the activities are strictly prohibited at all

times on school and church property, as well as at any off-campus school function. Possession of these materials or participation in these activities may result in suspension or dismissal. Note: as do some other items of contraband, these materials and activities also fall under the "General Off Campus Violations" policy.

Tobacco

Student smoking or use of smokeless tobacco is strictly prohibited at all times on school and church property and is prohibited for students at all school-related functions. This behavior may result in disciplinary action.

Weapons

A weapon is 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 student violating this policy may be subject to suspension or dismissal.

Other Prohibited Objects

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

Because of not only the legality of under-aged vaping, but also the potential long-term health risks, CCA takes this behavior seriously and prohibits vaping and possession of related paraphernalia on campus, on church property, and at school functions. Vaping paraphernalia includes, but is not limited to, pods, juuls, juice, and battery packs. Breach of this policy leads to disciplinary action beginning at a minimum three-day in-school suspension for the first offense rising to possible progressive discipline for subsequent offense.

DISCIPLINARY ACTION

Should a student display conduct discouraged or prohibited by CCA as listed in this document or if his behavior is not manageable by the teacher at school, disciplinary action will take place. Forms of discipline and discipline process may vary depending upon the seriousness of the infraction, the circumstances surrounding the issue, and the spirit of the student. In whatever combination and sequence seems prudent, disciplinary measures may include the following:

- 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 in-classroom discipline does not resolve the concern, one or more of the following disciplinary actions may take place:

- The student will be removed from the classroom and sent to the lead teacher.
- If the issue 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 seriously a decision to put a student on probation or to consider him or her for suspension, dismissal or expulsion and attempts every disciplinary action it deems prudent prior to reaching this stage.

Probation

A student may be placed on a 30-day behavioral probation if he or she continues to violate the policies or standards at CCA or has repeated behavioral problems in the classroom. When a student is on probation, he may and is expected to attend school; however, any behavioral infractions during that period will result in immediate dismissal or expulsion.

Suspension

If a student breaks any of the policies identified in this handbook or receives thirty (30) demerits in one month, CCA administration may place that student on in-school or out-of-school suspension, in which case the student will not be allowed to attend normal classes during that time. All academic work and tests missed must be completed and turned in on the day the student returns to class. Any missed or unfinished work not turned in that day or before will earn a zero.

In order to provide adequate supervision, during in-school suspension, the student's account will be charged \$50 per day. Three or more suspensions in one school year may result in dismissal.

Expulsion

Should administration feel that the school has tried every prudent effort to redirect and correct a student through discipline, yet without the needed results, CCA's principal may refer to the school board a recommendation to expel the student. In this case, the school board will make the final decision on whether or not to expel. A student expelled from CCA will be ineligible for readmission .

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 or CCA policies. Although not normal practice, school personnel and law officers may conduct random searches of student lockers, book bags, student-driven vehicles, and other personal belongings. Refusal to cooperate with the school or law enforcement may result in dismissal from CCA.

EMERGENCY PROCEDURES

Due to its high concern for the safety of both students and staff, CCA's emergency response plan covers most natural disasters and other emergencies. In this plan, parents play an essential role in keeping students safe by:

- **Providing the school office with up-to-date contact information.** Having accurate information is crucial to be able to contact parents in an emergency or serious weather event. *Please inform the school immediately if you change any phone numbers or email addresses.*
- **Being prepared for early dismissal and school closings.** In some emergencies or potentially serious weather event, school officials will deem it prudent to send students home early. The contact information parents provide is used to contact parents if in case of early dismissal. CCA follows the dismissal decisions of the Columbia County School System (CCSS). If the CCSS announces an emergency school closing due to impending severe weather, CCA will close also.

If CCA needs to close unexpectedly when CCSS has not closed, every attempt will be made to notify parents. These attempts normally will be made through RenWeb e-mail and Reminds (text messages).

If you wish to discuss specific concerns or to ask questions about any CCA emergency procedures, please call the school office.

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. Parents may enroll students in Before care or After care at the front office.

Before Care

Before care is provided from 7:00 - 7:45 a.m. each school day. Fees are detailed separately from this document.

After Care

After care is also provided from 3:30 - 6:00 p.m. each school day. Fees are detailed separately from this document. However, for each student not picked up by 6 p.m., an additional fee will be charged. That fee is \$1.00 per minute for each additional minute. To ensure appropriate staffing and for the safety of the students, *only students enrolled in the After care program* are eligible to participate in it.

EXTRACURRICULAR ACTIVITIES

Because CCA cannot monitor, be responsible for behavior of, nor protect the safety of students beyond the conclusion of a school or extracurricular activity, all students must leave the premises immediately upon any activity's conclusion unless a student reports to After care at that time instead. Parents will be held financially responsible for any and all damages by their student to school property or to property of a host facility. Depending upon the circumstances, a student may earn disciplinary action (probation, suspension, or expulsion) by the CCA administration.

FIELD TRIPS

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

1. Students must wear assigned CCA shirt on all field trips.
2. Except for overnight field trips, students may not use any personal electronic devices of any kind.
3. Siblings are not permitted to accompany students on 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(s).
5. While on field trips, students *and* chaperones must conduct themselves in a Christ-like manner and in a way that positively represents CCA. If designated rules are not followed, the student may be prohibited 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.

If a family decides that their child will not attend a field trip, the parent must make arrangements for alternate care for their child; in-school childcare will be not be provided as an alternative. In addition, if a student in 5th grade or up does not join in a school field trip, in lieu of the field trip experience, the student will be assigned by his teacher a project to complete.

FLAG SALUTE

All CCA students, athletes, and parents attending a function at CCA are required to stand during the national anthem and during the Pledge of Allegiance. Students 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 services unless approved by the school administrator.*

HEALTH

Required Immunizations

Every child must be up-to-date on his or her 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 from the family's 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 important in preventing the spread of illness. For that reason, please do not send a student 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 a student develops these symptoms at school, he will be quarantined and parents notified to pick him up as soon as possible.

At times, students do come down with illnesses while at school. Many illnesses begin with a cough, sore throat, and/or fever. If these symptoms or any others that indicate a potential illness occur, the teacher will send the student to the office to be quarantined from the rest of the student body and prevent the potential spread of illness; and the office will notify parents so they can transport the student home or to another more comfortable place as soon as possible.

Lice

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

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 suspect that a child is infected with a communicable disease. Examples include the common cold, gastroenteritis, strep throat, pink eye, fifth disease, gonorrhea, hepatitis, whooping cough, rotavirus, and HIV/AIDS.

Any student or employee with a communicable disease will be temporarily excluded from school while ill. CCA will evaluate each situation to determine the best way to control the spread of illness in the school.

Health Emergencies

In the event of a serious student injury or other emergency, the student's parents will be notified as soon as possible (if at all possible) and, unless otherwise instructed by parents, the injured student will be transported to the nearest hospital. Remember to keep all contact information current so that parents can be contacted quickly and easily in case of emergency.

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 at school-sponsored functions, students may not listen to such music or have it in their possession. Also prohibited is possession of magazines, T-shirts, notebooks, or other personal items that promote it. A student violating this policy may be subject to normal disciplinary procedures up to and including the student's dismissal.

LIBRARY

All CCA students will have access to the school media center. Books may be borrowed for seven days. A student may renew any books needed longer than the seven-day allowance. Magazines must remain in the library.

Overdue fines are ten cents per school day (excluding holidays and weekends). A student who has overdue books or unpaid fines may not check out any additional books until his library account is cleared. Library books must be returned no later than May 1st. A student who still has overdue books or outstanding fines on awards day may not participate in awards day and his report card will be held until all fines are paid.

LOST AND FOUND

Although the school maintains a lost and found, it would rather return items quickly and easily. With that in mind, please label *all* of your student's belongings so that they can be easily returned. Also, if a student is missing an item, please encourage him to check for it in the lost and found in a timely manner. Finally, to prevent a large collection from accumulating, unclaimed items in the lost and found will be donated monthly to a local ministry.

LUNCH

Lunch order forms will be available online and at the front desk. All orders for the following week are due by Thursday. Due to logistical considerations, late orders will not be accepted. Please order and pay for pizza separately as this is a “business venture” that is run by the high school students. Finally, because of limited time, students will not be allowed to heat food in the microwave.

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.

MONEY AND NOTES

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

Always send money 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 using a check) detail the proper breakdown of the enclosed money, e.g., library fine \$1.00/field trip money \$10.00.

Please ensure that “Pizza Friday” money is put into a separate envelope and labeled since it is a fundraiser by the high school students.

PARENT VOLUNTEERS

Parent volunteers are needed both for school-wide and for classroom volunteer opportunities throughout the school year. CCA strongly encourages and appreciates this parental participation. CCA will contract with a third party background checking company to perform and keep on file background checks for each volunteer. Upon arriving for each volunteer opportunity, volunteers should sign in at the front desk.

Elementary Room Parents

Classrooms work better with parental support, including class parties. A critical link between the school, classroom, and parents is the room parent, who can work to communicate between and connect them together. A person with a servant’s heart,

who is able to organize and lead, should fill this position. Some responsibilities include the following:

- Seek to involve parents in field trips and parties (preferably all parents in parties).
- Assist the teacher with party or field trip arrangements.
- Meet and seek to involve 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. Remember, financial obligations must be current prior to transcripts or records being provided.

STUDENT PARKING

To apply for a student parking pass, a student should bring proof of insurance and his driver's license to the registrar.

TEEN PREGNANCY/MARRIAGE

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

TECHNOLOGY

Other than as identified below, personal electronic devices (such as, but not limited to, iPods and handheld game systems) are not permitted at school for any reason. Possession will result in confiscation of the device and earned demerits. In addition, any device that stores recorded 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 petition a teacher or administrator in advance for permission.

Cell Phones

Students are not permitted to use cell phones during school hours. If under extenuating circumstances, a K-8th student brings a cell phone to school, he must drop it off at the front office immediately upon arrival and retrieve it at the end of the school day. High School students may have their phones at school as long as the phones remain in the students' lockers or in their backpacks 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. To prevent student access to Internet content, every possible precaution that APPLE provides has been taken short of eliminating access to email and other useful tools. Please note that some of the apps used for academic purposes can allow for backdoor access to the Internet, just as some of the apps that students use for entertainment have the potential to be misused. Please regard your student's school iPad use in the same manner as any other network connected device to which he or she has access and enforce the same rules and diligence that you would to monitor his usage on your home computer.

iPad Misuse Consequences

Acceptable uses of iPads are determined predominately by the student IT agreement and by teachers in their classrooms, therefore are not detailed here. If a student misuses an iPad, consequences are as follow:

- 1st offense: iPad will be taken to the office for the parent to pick it up at the end of the day.
- 2nd offense: Same as above plus an after or before school detention.

Computers

Each High School student (grades 9-12th) will have access to a school-owned computer to access his electronic textbooks (e-text) and complete assignments.

Computer Misuse Consequences

Acceptable uses of computers is detailed elsewhere, therefore are not detailed here. If a student misuses a computer, consequences are as follow:

- 1st offense: Student will be given print books and his parent(s) must come in that day to speak with the administration.
- 2nd offense: Same as above plus detention (\$5 charge).
- 3rd offense: A required parent/teacher conference in addition to possible Saturday school and/or suspension (\$50 charge).

Internet Use

Students at CCA use the Internet for a variety of subjects, for research, and for other school-related activities. This access to the Internet is available to students via 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, possibly up to expulsion.

Student Internet Contract

To help students focus on positive behaviors regarding the Internet and to understand school policies, each middle and high school student must 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 or others, 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, schoolwork, 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, or break into anyone else's accounts.
8. I will protect my passwords and practice good Internet security.
9. 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

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

CCA will provide each student one lightweight, black sweater vest embroidered with the official CCA crest, the cost of which is covered by student tuition. Under the vest, the student may wear either a red, black, or white polo shirt (long or short sleeve) – described below. Additional vests can be purchased through the school's Lands' End website (www.landsend.com and select school drop down menu).

Option 2: Polo and Button Down Shirts

All polos must be solid red, solid black, or solid white, and with no other visible emblems or brand names other than the required CCA crest. Students also may wear, even without vests, button down shirts in solid red, solid black, or solid white, and with no other visible emblems or brand names other than the required CCA crest.

Families may purchase shirts from Lands' End or any other store carrying school uniform polos (e.g., Old Navy, Kohl's, Wal-Mart, or Target) 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.

Bottoms

Boys

Boys may wear khaki, tan, or black pants or shorts. Neither cargo style pants nor cargo style shorts may be worn. Families may purchase boys' bottoms at the school's Lands' End website or at any store they choose.

Girls

Girls have two uniform styles to choose. First, girls may wear khaki, tan, or black pants, shorts, skirts or skorts. Shorts may be no shorter than 4 inches above the knees. Families may purchase these at Lands' End or at any store they choose. Neither leggings nor jeggings may be worn as pants. Second, girls may wear either a jumper style dress or a polo dress, each of which can be purchased through Lands End. The jumper style dress should be worn with a solid black, solid white, or solid red polo shirt underneath. The jumpers *must* be embroidered with the official CCA crest (see locations above). 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. Boots with rubber soles may be worn. High heels are not permitted.

Outerwear

Solid colored (red, black, tan or white) cardigan style sweaters may be worn in the classroom as long as the CCA crest is visible. Jackets and coats with patterns, emblems, or logos may be worn only outside the classroom or at recess.

Hairstyles

Hair of both male and female students must be neatly groomed and be of natural color.

Boys' hair must be cut to above the ear. Upper classmen (i.e., 11th and 12th grades) may have facial hair as long as it is kept neatly groomed.

Accessories

Only female students may wear earrings. Earrings may dangle no more than 2 inches from the ear.

Neither caps nor hats may 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 a t-shirt that displays a Christian message or Bible verse.

Super Friday

On the last Friday of each month, students may qualify to wear clothing of their choice by paying \$1 for school funding, as long as the clothing adheres to uniform standards in fit, length, and modesty – but no pajamas. Shoes must be closed toe.

Uniforms: Physical Education

Students in grades 5th and up will be required to wear physical education (PE) uniforms during all PE classes. Each time a student fails to wear his uniform to PE class, points will be deducted from his weekly PE grade.

Uniforms: Extracurricular Activities

Day Field Trips

Although other things fit under the school uniform code, on field trip days students are required to wear their CCA polo along with jeans, uniform pants, or shorts (no shorter than 4 inches above the knee).

SCISA competitions

For any extracurricular SCISA events or competitions, students must 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 student comes to school and his appearance does not adhere to dress code policies, his parent(s) will be called. Please note that the administration reserves the right to make all final decisions regarding adherence to dress code.

VISITORS

CCA is a closed campus for non-students. All visitors should immediately check in at the school office and receive a visitor's pass. Unless permission has been granted by the administration, CCA staff does not open the buildings to visitors after school hours except for interscholastic or public events

Parents considering enrollment at CCA may contact the office to arrange a visit.

SECTION III – ACADEMICS

ACHIEVEMENT TESTING

Each student in grades K5 – 12th is given a standardized achievement test (currently Terra Nova) in the spring of the year to determine his or her progress, as well as his scholastic strengths and weaknesses. The results of these tests will be made available to the parents. Additionally, IQ tests will be given in grades 3, 5, 7 and 10.

High school students will be encouraged to take either (or both) the SAT and ACT.

CURRICULUM

CCA chooses its curricula to ensure that students receive a solid foundation academically while challenging them to form a Biblical Worldview. CCA has selected Bob Jones Press curriculum almost exclusively for all core academic classes K3 - 12th grade.

DUAL ENROLLMENT

Students in grades 10th - 12th may be eligible for dual enrollment through Georgia Military College and Augusta Tech. Those in 11th and 12th grades may be eligible to dual enroll through Augusta University in person or Toccoa Falls College and Truett-McConnell College online. Those taking online courses may be subject to additional monitoring by parents or teachers to ensure student progress is remaining on track.

To be eligible for dual enrollment, the student and his parents must attend a mandatory information meeting held 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%

To receive course credit, a student must make at least 70%.

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

GRADING SCALES AND PROGRESS REPORTS

Grading Scales for 1st - 12th Grades

In 1st - 12th grades, grades are computed numerically, but replaced on report cards and transcripts letter grades as follows:

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

Grading Scale for Kindergarten

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

Evaluation for K3/K4

Grades are a convenient indication of academic success. In these early years, various development areas provide a better picture of where a child is. Therefore, instead of a grading scale for K3/K4, the teacher will create a short evaluation detailing the child's social, developmental, and academic progress.

Progress Reports

At the midpoint of each nine-week grading period, the school will send home a progress report indicating the student's current grade for each class. The date for issuance of these reports can be found on the school calendar. If a parent wishes to check a student's progress at some other time, the parent may check it at any time through RenWeb.

REPORT CARDS

Report cards will be issued at the end of each quarter. At the end of the school year, once all books are returned, fines and fees paid, and tuition balances are current, the final report card will be mailed to the student.

HONOR ROLL

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

HOMEWORK

The purpose of homework is to reinforce what is learned at school. Research does not support the notion that hours of tedious written homework each night are beneficial to a student's academic development. With this in mind, CCA desires that students' evenings be reserved for relaxed family meals and devotions, outdoor play, church groups, reading, and extracurricular activities or interests; CCA believes these activities are essential for the spiritual, emotional, and physical development of children. Therefore, CCA's goal is to assign meaningful homework while minimizing written and time consuming homework. Regular assignments may include age-appropriate nightly studying for Bible verses, spelling, and other tests, as well as projects and make up work. Occasional assignments may include extra practice on certain subjects or skills as a teacher sees a need. CCA's hope and prayer is that each family uses its evenings intentionally to enjoy quality family time.

Incompletes

If a student is absent for several days during the last two weeks of a grading period, he may not have time to complete the assignments before grades are due. In this circumstance, the student may be given an incomplete for the current grading period and allowed an extension of the next two weeks to make up the missed work. At the end of the two-week extension, the grades for completed work and zeros for uncompleted work will be averaged into the course grades from the rest of the grading period, providing the final course grade for that grading period. This final grade then will replace the incomplete on official records.

Make up Work

Students are both permitted and encouraged to make up assignments missed due to absence. Each student will have the same number of days to complete the work as the number of days he missed. *Note: the responsibility for make up work rests with the*

student, not the teacher. Work not completed will earn a grade of zero. Whether or not to accept late homework is left to each teacher's discretion.

Late Assignments

Late assignments are allowed only with permission from the teacher, will be docked points beginning on the first day late, and will be accepted no later than two days late. A day is defined as 24-hours from the date due.

For Middle and High School students, the following policy is in place:

- First day, parent notification via email and 20 points deducted from the assignment (yielding the highest possible grade of 80).
- Second day late, parent notification via email and an additional 20 points deducted from the assignment (yielding a maximum possible grade of 60).
- Beginning on the third day late, the assignment will not be accepted.
- Extra credit may be allowed if a student has been diligent to turn in all other class work and homework through the grading period.

Middle and High School Projects

Major projects are large tasks assigned days or weeks in advance. 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 the student returns to school. If the student was absent because of significant unforeseen circumstances (e.g., hospitalization), the teacher, at his or her discretion, may give due date leniency.

PROMOTION

High School

Students receive one credit per course completed with a grade of 70 or better. Credits required for promotion are as follow:

- Promotion to 10th grade: students must have earned a minimum of 5 credits.
- Promotion to 11th grade: students must have earned a minimum of 11 credits.
- Promotion to 12th grade: students must have earned a minimum of 17 credits.

Middle School

A student with a yearly average below a 'D' in a core class has not mastered the minimum material in that class, therefore has failed that class. To give a student another opportunity to learn at least the minimum needed to pass a class, with approval of the administration, a student in middle school may obtain tutoring during the summer and retest prior to the next school year in order to be considered for promotion to the next grade level.

Elementary School

In grades first through fifth, students attaining a passing grade in each core subject ('D' or higher) will be promoted. If a student has not met the requirements for promotion, the student will not be promoted, but will instead stay in their current grade. The pace of distance runners does not match that of sprinters, demonstrating that speed is not always a good measure of success. In the same way, remaining in the same grade is not an indication of a student's overall abilities; it is instead an indicator that more time is needed in the current grade to ensure success in the remainder of the student's enrollment at CCA.

Alternatively, if a student has not made a passing grade in only one core subject, he or she can be advanced to the next grade with the stipulation that the student participate in a summer remedial program which provides the support needed for success in the upcoming school year. Although parents, not CCA, will need to research and obtain the remedial program, CCA will be glad to suggest resources in the community that may provide the needed support

K3 - K5

In grades K3 - K5, students will not be promoted solely on the basis of their ability to pass curriculum guidelines; the more important and accurate measures of student physical and developmental skills, social interaction skills, and cognitive abilities will be used for evaluation. At these ages, it has been observed that a student's maturity levels in these areas is a better indicator of future academic success than pure academic ability. Hence, these evaluations along with teacher input will determine if promotion at this time is in the best interests of the child.

PROBATION/DISMISSAL

CCA has a minimum grade point average (GPA) requirement of 2.0. When students are first admitted, they will be on probation automatically for one semester to ensure CCA's requirement and student abilities match. Additionally, a current student may be placed on academic probation when his or her GPA falls below 2.0 or when he or she has a failing grade in more than one core curriculum class. Any student on academic probation will have one semester to demonstrate that he can perform at the required level. Once he has demonstrated this ability, he will no longer be on 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.

SECTION IV - ATHLETICS

ATHLETIC PHYSICAL

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

CODE OF CONDUCT AND SPORTSMANSHIP

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 often are looked upon as school role models and are expected to adhere to the highest ethical standards in both behavior and sportsmanship. The student athlete of CCA is a direct reflection of his or her school, 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 detention will serve that detention regardless of game schedule. Any athlete receiving three (3) detentions in one season will be removed from the team for 'just cause'. Finally, each case will be treated on an individual basis with the CCA Athletic Director making final decisions regarding student-athlete participation.

Along the same lines, CCA student athletes will be held to a high standard of **sportsmanship** at sporting events. This standard includes being courteous and respectful to all opposing teams and their facilities, maintaining a positive attitude, and remaining modest when successful as well as gracious in defeat. Cheating of any kind will not be tolerated. Students who display poor sportsmanship will not be allowed to participate on CCA sporting teams.

Parents and spectators are also a reflection on CCA, their families, and most importantly, Jesus Christ. Therefore, they are expected to maintain the same level of sportsmanship as student athletes. These expectations include respecting the judgment of officials at all times (even when making wonky calls), refraining from negative comments towards opposing teams, coaches, or officials, and showing respect and deference to the coach by refraining from giving specific instruction to the team or individual athletes during a sporting event.

ELIGIBILITY

- Students must be in good academic standing in order to participate in a sport.
- Student athletes must maintain at least a 2.0 GPA without any F's.
- Student athletes must be full-time students at CCA in order to participate in CCA athletics.
- A student must be in school for a minimum of 4 class periods on the day of an athletic event in order to participate in the athletic activity.

- Students participating in a game or match must be in uniform or approved athletic dress clothing.
- 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:

<u>Fall</u>	Girls Volleyball Coed Cross Country	<u>Winter</u>	Boys Basketball Girls Basketball	<u>Spring</u>	Coed Soccer Coed Track Baseball
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TRANSPORTATION

Community Christian Academy will provide or make arrangements both for all travel to and for travel from games. Student athletes must travel to games and events with the team. Following completion of a sporting event, an athlete may travel separately from the team if he or she has sought and been granted approval from the coach. If approval is granted, the student must sign out with the coach before leaving.



COMMUNITY CHRISTIAN ACADEMY
A MINISTRY OF TRINITY BAPTIST CHURCH

I, _____, parent of _____ do
(Print Parent Name) (Print Student Name)

hereby acknowledge that I have read and understand the 2019-2020 Community Christian Academy Family Handbook, either in digital or print form. I also acknowledge my intent to adhere to all of the guidelines set forth in said handbook and express my understanding of the policies within the handbook.

Parent Signature

Date